

28 April 1976

MEMORANDUM FOR: Mr. Bush

FROM : B. C. Evans, Executive Secretary

1. For this particular study (NSSM 241), the NSC Interdepartmental Group for African Affairs -- chaired by the Assistant Secretary of State for African Affairs -- is the sponsor. The CIA representative on the group is [] Chief of Africa Division. The NIO for AF, [] will also attend all meetings.

2. The NSC Staff sends NSSMs to members of the Senior Review Group (Secretary of State, Secretary of Defense, Director of Central Intelligence, and Chairman/Joint Chiefs of Staff) and to other agencies as appropriate. The NSSM assigns action by directing that a study be prepared by an ad hoc committee, or one of five regional Interdepartmental Groups, or the Under Secretaries Committee. An Assistant Secretary of State chairs the Interdepartmental Groups, and the NSC Staff designates a chairman for the ad hoc committees. Each NSSM addressee designates a representative.

3. Within CIA, the Executive Secretary assigns action and info addressees as appropriate. When we receive the paper here, we look for any other correspondence on the subject to be aware of previous processing. We keep track of the action by our own in-house suspense system and on the Checklist so we know when it is due and if the due date slips. One of the NIOs usually acts as the Agency representative when an ad hoc committee has the action. A DDO Division Chief is the Agency representative on the Interdepartmental Groups, although an NIO normally takes part in the management of the response. The Directorates make substantive inputs. The O/DDI is still the office of record for NSSMs, but when a written NSSM response is prepared, the NIOs usually prepare the response for your signature.

4. When the response is complete, it goes to the NSC Staff for review where the Senior Review Group either considers it at a meeting or returns it to the NSSM addressees for concurrence or comments. The President may then call for an NSC meeting to consider the response, or he can issue a National Decision Memorandum, with or without consideration at an NSC meeting.

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Approved For Release 2005/03/09 : CIA-RDP80M01048A001500140005-8

5. In the past, Mr. Colby preferred to know of all NSSM requirements and often contributed his comments and guidelines before the response went to the NSC for review. We supply the SA/DCI with a copy of each of the NSSMs, and you may wish to have the NIOs keep you informed of the status of these studies as Mr. Colby did during his weekly meetings with the NIOs.



B. C. Evans

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cc: H. Knoche

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